



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON HESSEN  
UNIT 20193, BOX 0001  
APO AE 09165-0001

REPLY TO  
ATTENTION OF

IMEU-HAN-ZB

MAR 31 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Nonappropriated Fund (NAF) Vehicle Operation, Maintenance and Dispatch,  
Standard Operating Procedures

1. PURPOSE: This Standard Operating Procedure (SOP) establishes uniform procedures in accordance with AR 215-1 paragraph 7-29, for the operation, dispatching, and maintenance of all USAG-Hessen, Nonappropriated Fund (NAF) Vehicles.

2. REFERENCES:

- a. AR 58-1, Management Acquisition and Use of Motor Vehicles, 10 Aug 04.
- b. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 15 Aug 05.
- c. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 31 Dec 93.
- d. AER 190-1, Registering and Operating Privately Owned Motor Vehicles in Germany, 9 Mar 05.
- e. AE Pamphlet 190-34, Drivers Handbook and Examination Manual for Germany, 1 August 2005.

3. APPLICABILITY: This SOP is applicable to all Personnel dispatching or operating NAF vehicles assigned to the USAG-Hessen.

4. RESPONSIBILITIES:

a. Each Director of Morale, Welfare and Recreation (DMWR) will establish local procedures to ensure that:

- (1) All operators are properly licensed and authorized to operate their vehicles.
- (2) Operation of NAF vehicles is limited to MWR and Army Lodging Fund employees.

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(3) U.S. Employees must possess a valid U.S. Forces Certificate of License, or valid OF 346, or Air Force Form 2293 applicable to the class of vehicle being driven.

(4) Local National (LN) Employees must have a valid drivers license that is recognized by German authorities applicable to the class of vehicle being driven and written permission from their supervisor. The written permission will be in English and German and note the number of the individual's driver's license.

(5) Vehicle operators must receive seasonal (i.e. summer and winter) safety briefings.

(6) All vehicles are properly dispatched utilizing DD Form 1970.

(7) Ensure that NAF vehicles are only used for official business.

(8) Routine maintenance is performed and documented IAW the following schedule:

SERVICE	DUE BY MILEAGE	DUE BY TIME
Tune up - Major	30,000	
Lube Oil & Filter Service	3,000	4 month
Brake Inspection	15,000 - 20,000	1 yr
Automatic Transmission service	30,000	2 yr
Manual Transmission service	50,000	3 yr
Coolant change	50,000	2 yr
Wheel Bearing pack	30,000	
Valve Adjust (if applicable)	30,000	
Timing Belt (if applicable)		8 yr
Cooling System Hoses	100,000	4-5 yr
Accessory Belts	40,000 - 60,000	4 yr
Idle air control service or throttle cleaning		2 yr
Brake system Flush non Anti-lock Brakes		3 yr
Brake system Flush with Anti-lock Brakes		2 yr
Power steering fluid flush	45,000	
Differential/Transaxle Service	50,000	3 yr
Engine Thermostat	30,000	3 yr
Tire Rotation	5,000 - 10,000	8 months

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(9) Ensure random checks of vehicle dispatches are performed to verify that the guidance in this SOP is being followed.

(10) Ensure that Vehicle Operators prior to operating any NAF vehicle, verify that the vehicle is properly dispatched IAW this SOP, perform a safety check of the vehicle and complete required portions of the dispatch.

(11) Enclosed safety checklist will be completed each day the vehicle is used.

(12) Completed checklists will be maintained on file with the DD Form 1970.

(13) Designate in writing (by name or position) individuals responsible for:

(a) Dispatching vehicles.

(b) Maintaining dispatch and maintenance records for each vehicle.

(14) Ensure that individuals found to be driving recklessly or abusing NAF vehicles are denied further use of vehicles and appropriate disciplinary actions are administered.

b. Individuals authorized to dispatch vehicles will:

(1) Ensure that dispatch forms, DD Form 1970 are properly completed.

(2) Ensure at the end of the dispatch period that the DD 1970 is filed along with the daily safety inspection for each day the DD 1970 reflects vehicle usage.

(3) Upon notification or determination (if person dispatching is also person responsible for maintaining maintenance records) that a vehicle is due for service, schedule the vehicle for such service.

(4) Ensure that vehicles due for service are not dispatched until service has been performed.

(5) Track and consolidate vehicle mileage, fuel used, maintenance/repair costs, and accident claims.

c. Vehicle operators will:

(1) Ensure vehicle is properly dispatched.



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(2) Perform daily safety inspection prior to operation of the vehicle.

(3) Remain responsible for the vehicle until the dispatch is signed over to another authorized operator.

(4) Ensure any time that a vehicle is parked and left unattended it is locked with the doors, ignition, and steering wheel, if equipped with a lock, secured.

(5) Ensure vehicle is not left unattended while idling, or will left idling for any extended periods (greater than 2-3 minutes) whether attended or not, IAW German law.

(6) Ensure all occupants use seat belts when the vehicle is in operation.

5. GENERAL GUIDELINES:

a. NAF vehicles will be used only for official NAFI business.

b. Use for home to work (domicile to duty) transportation is prohibited by statute (31 USC 1344).

c. During poor visibility or inclement weather, the driver will drive with extreme caution, with headlights on low beam IAW USAREUR Pam 190-34.

d. Use of a NAF vehicle during road conditions red or black is prohibited unless authorized as "mission essential" by the commander IAW UR 385-55.

e. IAW DOD policy, smoking is not authorized while inside NAF vehicles.

f. The operator of the vehicle may be held responsible and personally liable for the vehicle and all damages incurred.

g. Failure to comply with the policies and procedures in this SOP may result in the suspension or loss of NAF vehicle privileges.

h. Any employee found to be using a NAF vehicle for any use other than official business will be suspended without pay for at least one month or removed from office, in accordance with AR 215-3.

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#### 6. EMERGENCY AND ACCIDENT PROCEDURES:

a. In the event of vehicle breakdown or mechanical problems, the operator should contact his supervisor and the vehicle dispatcher. Coordination will then be made for vehicle recovery or repair and further transportation as required.

b. Accidents will be reported immediately to the Military Police, local authorities (if off post), the NAF Vehicle Custodian, and the vehicle operator's supervisor.

c. If the Military Police do not come to the accident scene, the operator is required to file an accident report with the MP station within 72 hours. This also applies to any damages to the vehicle while it is an operator's possession.

d. The operator will fill out the Operators' Report of Motor vehicle Accident (Standard Form 91) for any accident involving property damage or damage to another vehicle. Accident descriptions should include full names and addresses of all individuals involved, car registration and license plate numbers as well as witnesses, and other party insurance company information.

#### 7. VEHICLE DISPATCHES (DD Form 1970):

a. Vehicle dispatches will be filled out in accordance with the following guidance and the sample in enclosure 1. The purpose of this is to track vehicle usage, fuel consumption, and operator mileage.

b. The dispatching office will fill out date of dispatch, type of vehicle, registration number, vehicle number, dispatch expiration date, and dispatcher name at the time of dispatch.

c. Prior to operation, each operator will insure that his or her name is printed and signed in the appropriate blocks on the top left of the form. In the same row they will enter the date, time, and odometer reading in the proper column. On the bottom half of the dispatch the operator will insure that their current location is the last entry in "Destination" column.

d. The row with the last entry in the "Destination" column should also have the name of the last operator and the current mileage in the identified columns.

e. The current operator will enter his or her destination in the next row in that column. They will also enter the time of departure to the nearest quarter hour (15 minutes) in the proper column.

f. Upon arrival at the destination the operator will note the time of arrival to the nearest quarter hour.



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g. At the final destination for that day the operator will enter the odometer reading and date in that column.

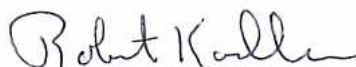
h. Any time that fuel is added to the vehicle an entry will be made in the far right column (odometer reading & date) showing the amount of fuel in gallons to the nearest 1/10. If the fuel pump only displays the amount in liters, enter the amount in liters to the nearest 1/10 and indicate "liters".

i. Dispatches may be issued for a period not to exceed 30 days. Up to four drivers may be designated to utilize the vehicle during that time period.

j. Dispatches will be completed IAW the above guidance and turned in at the end of the dispatch period for re-dispatch.

8. USAG-Hessen DMWR will ensure that vehicle records required IAW this SOP are inspected annually during the Command Inspection Program (CIP) process.

9. Point of Contact for this SOP is Mr. David McClurkin, Chief, NAF Property, USAG-Hessen, DSN 322-8991.



ROBERT KANDLER  
Deputy to the Commander

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Chief, NAF Property, USAG-Hessen  
Chief, NAF Resources Management Division  
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